

Unitarian Universalist Church of Davis

AUCTION COORDINATOR

Job Description

Board Approved 14 May 2024

Reports to: UUCD Board and Minister

Oversight of: Temporary employees, vendors and contractors working on church facilities.

Employment Status: Temporary, Part-time

Pay: \$20/hour; 200 Hours Max = \$4,000 Total Pay

Probationary Period: 90 days

POSITION SUMMARY

This position serves under the general supervision of the UUCD Board and Minister. The Auction Coordinator must have excellent planning, budgeting and project management skills with the ability to lead and motivate their team of volunteers. Good communication and interpersonal skills are important for liaising with team members, auction participants, and donors. Coordinator must possess excellent customer service skills to deal with questions, complaints and provide support.

The Auction Coordinator drives the entire auction process for the on-line or in-person auction: meeting regularly and collaborating with team members; listing all donations on the auction site; communicating with donors; making necessary edits to the auction site; supporting auction users as needed; encouraging volunteers to solicit donations; and other related activities. The work totals approximately 300-350 hours and may vary depending on volunteer support.

ESSENTIAL FUNCTIONS

- Set date for auction in collaboration with UUCD Board and Staff
- Determine budget and create event timeline
- Recruit and communicate regularly with key volunteers managing auction software, solicitations, communications, set-up, food, and decor
- Develop theme and event logo
- Recruit auctioneer or suitable host(s)
- Work with auction team to secure donations from local businesses and congregants
- Work with the team's volunteer communications coordinator to promote auction via social media, email, bulletin, and worship
- Acquire Alcohol Beverage Control (ABC) license and hire security (if required)
- Regularly update Google/Excel spreadsheet(s) for tracking donations and expenses
- Make all necessary updates to the auction website - this includes adding/changing auction donors/sponsors, changing categories if needed, changing any required settings, updating member information, help set item pricing, etc.
- Honor donors by spotlighting logos and creating attractive listings in auction catalog

- Coordinate with team members to make sure that bidders are assisted in a timely manner with log-in or bidding issues
- Be available to answer questions that arise during the planning process and event
- Integrate payments/receipts with the UUCD Finance Manager
- Organize post-auction item distribution, check-out, and provide receipts to guests and donors
- Schedule “debrief” meeting with team after auction to discuss what aspects of the event went well and what could use improvement

MINIMUM QUALIFICATIONS:

- Minimum age of 21
- High School Diploma or equivalent
- 2+ years experience coordinating fundraising events
- Familiarity with Microsoft Suite and Excel/Google spreadsheets
- Willingness to learn new software
- Comfortable browsing the web to search for photos, descriptions, and new ideas
- Familiarity with photo editing software (Photoshop, Powerpoint, etc.)
- Able to write clear, concise descriptions
- Comfortable communicating with donors and bidders mostly via email, but some phone or in-person contact is necessary

WORKING CONDITIONS:

- Ability to work on-site
- Occasional off-site work may be required